

**BAYSHORE OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES AS AMENDED
October 17, 2017**

BOARD MEMBERS PRESENT

Kari Miles, Vice President
Wally Swanson, Treasurer
Pat James, Directors
Doug Lipinski, Director
Doug Steffen, Director

BOARD MEMBERS ABSENT

Michael Stahl, President
Dave Streit, Secretary

STAFF PRESENT

Susan Jensen, General Manager
Jeff Johnson, Maintenance Supervisor

HOMEOWNERS/RESIDENTS PRESENT

Ray Dinger, new neighbor
Brandon McGuire, new neighbor
Chelsea Saettone, ACC Member

GUESTS PRESENT

Darcy Carney, CPA, Carney Consulting

ROLL CALL/DETERMINATION OF A QUORUM

Kari Miles, Vice President, called the meeting to order at 7:09 p.m. A quorum of at least four board members was present.

ADOPTION OF THE MINUTES

Motion: To adopt the minutes of September 19, 2017, approved
By: Doug Steffen
Second: Wally Swanson
Vote: Motion passed

TREASURER'S REPORT

January through September Financials were presented by Darcy Carney, CPA, of Carney Consulting.

- Accountant's Compilation Letter
- Statement of Financial Position – Comparative
- Statement of Activities – Comparative
- Statement of Activities – by Class
- Budget vs. Actuals Homeowner Association (HOA)
- Budget vs. Actuals Bayshore Early Learning Center (BELC)
- Supplemental Cash Report

Capital Projects 2017 review was given by Susan Jensen, General Manager

Motion: To approve \$3,655 of tree work in the greenbelts due to damaged or dead trees and several trees leaning into a neighbor's fence and yard next to greenbelt Tract 4.
By: Doug Steffen
Second: Wally Swanson
Vote: Motion passed

Financial documents are on file at the Association office and owners are welcome to make an appointment with the General Manager to review and discuss.

HOMEOWNER/GUEST COMMENTS

None

COMMITTEE REPORTS

Architectural Control Committee

Maria Lekity, Inspector

October 17, 2017

Minutes of the September meeting of ACC Committee were available for review.

Items discussed during the October 10, 2017 ACC meeting included:

Business discussed

- Maria contacted owner for an update on the construction of new home to replace one lost to fire. **ACTION ITEM – Project is on schedule with no obstacles to report. Contractors have completed the foundation and garage concrete walls. They are now framing the house.**
- Owner had been contacted regarding removal of raspberry bushes that are on greenbelt after fence relocation to bring it off greenbelt and onto property lines. He appeared at September Board Meeting asking to wait until next spring to relocate them on his property himself. He will remove the metal pipe currently being used to help support the bushes. The Board of Directors and Committee agreed to his request for extension.
- Maria stated she will continue calling residents on minor violations. However, for major projects that owners need to accomplish to comply with the Community Guidelines, we will email them and explain in more detail why their paint, driveway, roof, driveway seal and crack sealing, gutter cleaning, roof moss, gutter replacement, fence/gate repair and deck needs repair or replacement. We will also attach the project request form and Community Guidelines to assist owners in this process. The idea is to get them thinking now about what projects need to be completed next summer so they can financially plan, contact contractors, get estimates and submit the Project Request Form Package with us to be ready for next summer's projects. Susan suggested that we can send out news emails to all owners that contain information regarding compliance with the Bayshore Community Guidelines. **ACTION ITEM – Complete these tasks.**
- Susan stated the grass along Bayshore Drive greenbelt between Seclusion Cove and Discovery Bay Drive remains unmowed and so long it is flopped into the street. The property on the southern portion bordering the road is owned by the Municipality and southern portion on the other side by Southport. Maria will call the Bayshore/Klatt Community again. The manager Jonico said they are responsible for maintaining the Southport portion. **ACTION ITEM – Call and make sure it is accomplished.**
- Briefly discussed starting the process again to get an owner on Amber Bay Loop into compliance as the home and grounds are in serious need of repair. Maria drafted a letter and it will be removed/edited by Susan. **ACTION ITEM – Susan will talk with Bayshore Board and lawyer on how best to proceed if no action is taken by owner to make repairs.**
- Discussed home owners in Bayshore that are elderly and need help. Chelsea said she is a social worker and might be able to help. **ACTION ITEM – Susan and Maria need to meet with**

homeowners and see what their situation is exactly. Then we can reach out for assistance and help from the community.

Projects, Violations and Complaints:

- 340 Violations and Complaints for FY 2017
 - 61 new complaints/violations since last ACC Meeting on September 12, 2017

Breakdown is as follows:

Lawn	45	Antenna/Dish	0
Noise	10	Fence/Deck	13
Vehicle	65	Greenbelt/ Association	1
No Approval	12	Other	7
Crime	4	Commercial Dumpster	2
Snow Removal	1	Animal	11
Signs/Flags	17	Paint	4
BB Hoop	5	Driveway	1
Debris	136	Shed	2
Roof	2		

- 134 Projects Approved / 1 Denied for FY 2017
 - 19 new project requests since last ACC Meeting on September 12, 2017

Breakdown is as follows:

Paint	23	Fence / Deck	33
Siding / Stone	7	Driveway	8
Door	8	Roof	12
Addition	1	Tree	16
New Const	1	Other	4
Windows	9	Gutters	3
Shed	6	Walkway	2
		Lawn	1

FACILITY REPORTS

Bayshore Owner Association Maintenance Report

Jeff Johnson, Maintenance Supervisor
October 17, 2017

2017 Projects Update

1. Approved Projects Completed

Central Park Safety Tiles. We had two bids to replace safety tile for \$9,000 and \$6,554; however, a review of the concrete pad topped with tile could be removed without disturbing the play equipment. The concrete could then be replaced with pea gravel at significant savings. The Board gave approval of the project via email for \$3,900 for concrete removal and \$450 for pea gravel installment. Concrete was removed and 21,000 lbs. of pea

gravel was spread out in-house by Jeff and two other maintenance helpers. Total approved was \$4,350 and actual was \$4,260

Chairs for Outdoor Events. White vinyl chairs with shipping. Original quote of \$3,847 did not include shipping from Washington to Alaska. Approved for \$3,847 and actual with full shipping \$4,803

Computers. Three 9-year-old office computers were replaced with new units. Total approved was \$1,500 and actual was \$1,590.

Concrete BELC. Project complete. Work on the preschool stoop with Techno Metal Post Alaska for west entrance is complete with approved amount of \$2,500 and actual charges of \$2,875

Concrete Clubhouse. Project complete. Concrete work with GMG approved by Board for \$4,030 with additional work requested by Board after initial approval of \$1,500. Approved \$4,030 and actual \$5,530. These amounts will show in books in October and are not reflected in September financial totals.

Kitchen Countertop Repair. This was to repair a large crack in the surface. Approved for up to \$1,800 with actual of \$1,600.

Lighting for Lower Lobby and Bathrooms. Ten light units have been installed for lower lobby and bathrooms with fixtures that are consistent with those found in the pool area and fitness center. Project approved for \$1,350; actual \$1,183

Paint Clubhouse Exterior. Painting is complete with inspection by board members, maintenance and administration. Project approved for \$14,801; actual was \$16,160 that included change orders that include drywall work.

Pool Salt Cell Replacement. Total approved and actual was same; \$2,050

Shed for Outdoor Event Chairs. Old fencing removed from area was and reused to improve look of fencing outside West BELC entrance. A 10x18-foot pad was installed by GMG and lawn around it hydro-seeded. The shed was installed by Anchorage Sheds on June 13, 2017. Approved was \$5,000 and actual was \$5,954

Tract F Asphalt Cleaning. This was to improve area for use for parking and in anticipation of use for farmer's market or other next summer. Project approved and actual was same; \$760.

Tree removal and trim of trees by Clubhouse and Island. Identified trees were removed, a new tree was planted, some trees had lower branches trimmed and one stump was poisoned and will be ground in the fall. Total approved and actual was same; \$1,485

2. Approved Projects in Progress

Five Door Replacement. Five doors have been replaced and some are awaiting hardware such as locks. Doors replaced downstairs include fitness center door that matches pool door

with exit bar and window, two sauna doors and two shower room doors. Project approved for \$13,624 with actual to date of \$14,051. Locks on order.

Additional lighting project for dance floor, buffet area in front of kitchen, lobby with switches, upstairs women's bathroom over vanity and stairwell. Project to date is \$1,522. Anticipate total for all will be Board approved amount of \$2,000.

3. Capital Projects (not yet approved)

Dave Streit Tract F is gathering information for the Board regarding grooming of the area.

Greenbelt Tree Work. Tree work in greenbelts was necessary due to wind damage, broken or falling trees/limbs, trees leaning heavily over an owner's fence; and dead trees at pond by Clubhouse. Work is complete for cost of \$3,655.

Work completed as part of regular maintenance

TREE REMOVAL IN-HOUSE. There has been quite a bit of work done on trees in the greenbelt due to wind damage or other. One wild section of greenbelt had several small trees that I removed that were leaning onto an owner's back fence that borders a greenbelt. A tree company has removed the larger ones.

LIGHTS ABOVE SWIMMING POOL – ballast cover clips are failing in most of the light fixtures. Some of the causes may include the heat and also vibration from above. They are no longer under warranty. Maintenance had Brown's Electric come in to find out if they can be repaired or must be replaced. They advised they could be repaired, but parts given seemed unrelated to lights. Another electrician from M&M Electric came in and they will provide quote for repair or replacement. He advised that we could upgrade to LED. Timing for this project will coincide with drainage of pool to scrub the liner (cosmetic discoloration). These items have been added to the master list.

DRAINAGE PROJECT IN-HOUSE. Drainage pipe was installed underground on the NW corner of the Clubhouse. It was buried during concrete replacement of sidewalk section. This will help prevent flooding in the NW corner of the fitness room which can occur after heavy rains. The full pipe has now been installed with water exiting out of side of hill near tennis courts and it is working as planned.

BELC STOOP IN-HOUSE. After the BELC stoop was leveled into place, there was a gap between the building and the concrete. The Board had advised to put in a filler. Maintenance installed Sikaflex to help fill the gap. More filler is needed and will be installed with warm weather.

POND LIGHTING UPDATE. M&M Electric reviewed current electrical wiring and said that lighting to the very first pole on left as you leave the Clubhouse may possibly now come on; however, there is a short between the first and second pole and that no lighting will be on for other lights.

Bayshore Early Learning Center

Lauren Dowd, Administrator

October 17, 2017

Enrollment

- **Full-day Preschool Dragonfly classroom (Age 3-4)** currently has 10 of 10 students enrolled and is full;
- **Full day Pre-Kindergarten Grasshopper classroom (ages 4-5)** has 20 of 20 students enrolled and is full; and
- **Before-After Care Butterflies program (Grades K-1)** has 9 of 10 students enrolled with one open position

Staff Update

This last month has added some fun changes. I, Lauren Dowd, am currently serving in the classroom as a teacher, because Ms Carissa has been put on bed rest as of October 10th. We will happy to have her back after her maternity leave in January. The rest of my staff are doing great, continuing the work on their degrees and creating a wonderful environment in the classroom for our families!

Program Update

We are looking forward to our field trip to the zoo on October 25th and having our parents becoming more involved in the class. Parents are also volunteering for swim days and having fun with the children.

Bayshore Clubhouse Event Report

Glenn Hagberg, Event Manager

October 17, 2017

Events

The event rental rates drop in September after prime wedding season. We had fewer non-homeowner (NHO) events in September 2017 than we did in 2016. Same was true in August. The forecast for October is that it should end up somewhere similar to October 2016. Events:

	Non-owner events	Owner large	Owner small	In-House Association
September 2017:	5		14	3
September 2016:	10	1	13	3
August 2017:	6	1	8	2
August 2016:	10	2	4	2

There were many walk-throughs/tours/site inspections, rehearsals, mock set-ups, A/V testings, follow-up meetings and more throughout each week that are not included in the above numbers.

The recessionary environment is likely a factor for lower volume. Also, the rate for a competing, but not as nice as Bayshore, venue is at \$1,200 for a day when we are charging about \$1,000 more than that for the same day. A potential client mentioned that and said they wanted to hold their event at Bayshore. But since it was a municipal government employee committee that was making the decision, it would be hard to get them to pay that much more. I was able to put our rate for that event in line with our competition and was also able to show her how Bayshore was different (read: better) from that venue and others in the following ways:

- No additional rental charge for round tables. We have 60” rounds that seat up to eight, and 48” rounds that seat up to six people. We also have bistro, stand-up tables conducive to mingling. Of course, like the other venue, we have six- and eight-foot banquet tables as well. (Amazingly, there are venues that give so many tables and chairs with the rental and any additional tables and chairs are rented at an additional cost). The other venue has only 6- and 8-foot tables. Round tables are an additional expense.
- Bayshore has a portable bar to use.
- You are not limited to beer and wine. If you want to serve spirits, you can do that.
- Bayshore has an outdoor deck overlooking the pond. It has two fire tables and two patio heaters that are available for an additional rental charge. This is also the designated smoking area. The view is much better at Bayshore.
- We have two types of chairs available for your rental (three types if the group is less than 50 people).
- Bayshore features a vaulted ceiling with decorative lighting installed on the ceiling beams. Other lighting is fully dimmable.
- Professional sound system that you can hook a device into. Free Wi-Fi if you are using streaming services for your music. A professional hand held wireless microphone.
- Dance floor lighting effects. Four separate lighting effects in one mounted fixture controlled by a wall switch.
- Dressing suite up a spiral staircase from main room. Overlooks the Chalet Room.
- At the end of your six-hour event, which can go up until midnight, you get an additional hour to gather your belongings. The best part? We break down your tables and chairs, take care of the garbage, sweep and mop, vacuum and clean the facility after you’ve gone.

Other ways to increase event income include the optional items available for events. These include renting out the patio heaters and fire tables (extremely popular add-on, and also an incentive to seal the deal), coffee service, linen rental, additional set-up or event hours, and cleaning services. HOSM events also take advantage of these items and a free event can add some income to the bottom line when they opt to include a few extras for their event.

Creative bookings are also part of the plan. For instance, when a non-homeowner client wants to hold a baby shower, wedding shower, birthday party or any other event that is not a wedding, we try to get a bit creative to realize some revenue from a lower-budget event while still offering them space for their event. These types of events typically don’t have the budget of a wedding, have fewer people, do not require the entire day for set-up, or a full six hours for their event, and often are not planned months ahead, like a wedding. Some may also be willing to do the cleaning themselves, based on the number of attendees. If I can steer them to a date that is not a Friday or Saturday, and give them a partial day (particularly on short notice) we can still rent the facility out and receive some income that normally would not have been realized.

An example of this is a recent booking for November 11. That is the day of the Bayshore Holiday Bazaar. It ends at 4:00 p.m. We will have a few people there to help vendors out with their supplies, to strike the pipe and drape, and clean the facility before a non-homeowner comes in at 6:00 p.m. for a 30th birthday party that goes from 7:30-midnight. They get a discount but don’t get to set up early. Again, this is fine for this group considering they are not holding this event with a wedding budget. This is a win-win for both the client and Bayshore.

We do the same with baby showers. In the event they can hold their shower on a Sunday morning or afternoon, I can book them in at a partial-day rate and they would have a four-hour window to set up their event, hold their event, and clean up and vacate by the end of the four hours (this is the

same basic format of a free HOSM event, but a fee is charged). This is a perfect solution for those groups not needing, or being able to afford, a full-day rental. Additional hours after the four hours are an additional charge. I don't want to book these types of events on Friday nights or Saturdays in order to maximize the potential rental income from full-day renters, but if it is on short notice and the likelihood of booking a large-scale event is low, then everyone wins.

Wedding Fair

We manned a booth at the recent Wedding Fair at the Alaska Native Heritage Center. We were able to meet with brides, set up facility tours, and get our information out to potential clients. The next Bridal Show is at the Dena'ina Center on Sunday, January 21.

Halloween Carnival

Bayshore's Halloween Carnival will be held on Thursday, October 26 from 6:00-8:00 p.m. We have recruited a group of moms to help with the event. One is a Bayshore mom and the rest live in the area (Bayshore West, Southport, etc.). Our initial meeting was successful and all of the activities and plans were formulated. This is going to be a fun event for neighborhood children at the Clubhouse. Volunteers are still needed. If you would like to help, please contact glenn@bayshore.club.

Holiday Bazaar

Crafty people will be at the Clubhouse hawking their wares on Saturday, November 11 from 10:00 a.m.-4:00 p.m. All are welcome to come by and do some Christmas shopping. This is scheduled on this day to coincide with the City Church Holiday Bazaar at the other end of 100th Avenue. That bazaar is large and draws a lot of people to this end of town. Attendees benefit by being able to shop at two separate bazaars in one area of town on the same day.

OLD BUSINESS

Pond Lighting. The Board is interested in learning more about pond lighting and deck replacement as part of capital improvement next year.

NEW BUSINESS

2018 Budget and Capital Projects. The Board will soon attend workshops to review a draft operations budget and capital projects for 2018.

ACTION ITEMS 1) Susan will contact Board members to set dates for workshops; 2) Susan will prepare draft 2018 Budget; 3) Susan and Jeff will update master project list; and 4) Susan and Jeff will provide the Board with recommendations for next year.

MEETING ADJOURNED at 8:36 p.m.

Respectfully Submitted,

/signed/

Dave Streit, Secretary

Approved November 21, 2017